

# Executive Committee Vacancy Appointment Form

Under W. Va. Code 3-1-9(g), a current listing of all executive committee members shall be filed with the Secretary of State by the end of July of each year.

Vacancies in any executive committee shall be filled by the appropriate executive committee as provided in subsection 3-1-9(f) no later than sixty days after the vacancy occurs. Each chair of the appropriate executive committee shall then submit an updated committee list to the Secretary of State within ten days of a change occurring. If an updated list is not provided in ten days, the appointment is not valid.

Updated rosters may be submitted to the Secretary of State by U.S. Mail or email to:

State Capitol Building  
Charleston, WV 25305

OR

Elections@wvsos.com

*We the undersigned certify that the \_\_\_\_\_ Executive Committee, in a duly called meeting held at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum of the Committee was present, a majority of the votes of the members present appointed the following person(s) as a member of this Executive Committee:*

1. Name \_\_\_\_\_ Circle One: Female or Male  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_ District \_\_\_\_\_  
Employer \_\_\_\_\_ Term \_\_\_\_\_

2. Name \_\_\_\_\_ Circle One: Female or Male  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
County \_\_\_\_\_ District \_\_\_\_\_  
Employer \_\_\_\_\_ Term \_\_\_\_\_

*\*Additional copies of this page may be submitted if more than two appointments are made, but only one updated roster is necessary. Incomplete rosters will not be valid.*

\_\_\_\_\_  
*Signature of Chair*                      *Date*

\_\_\_\_\_  
*Signature of Secretary*              *Date*

**COMPLETE AND RETURN THIS PAGE WITH AN UPDATED ROSTER  
SEE NEXT PAGE FOR MORE DETAILS**

# Roster Submission Requirements

To simplify the appointment and reporting process, executive committees may obtain, edit and resubmit the most recent roster that is available on the Secretary of State's website at [sos.wv.gov](http://sos.wv.gov) under the Elections tab. Alternatively, executive committees can create a roster in any format, so long as the statutorily required information is provided.

Under W. Va. Code 3-1-9(g), executive committee membership rosters shall include at least the member's name, full address, employer, telephone number and term information. The Secretary of State's Office also requests additional information for clerical purposes as shown in the example below\*.

## ROSTER FOR THE \_\_\_\_\_ EXECUTIVE COMMITTEE

### MEMBER INFORMATION:

DATE SUBMITTED: \_\_\_\_\_

Full Name: ANNA BROWN  
Gender: FEMALE  
District: 17TH SENATORIAL  
County: KANAWHA  
Address: 111 MOUNTAIN VIEW ROAD  
Phone: 304-555-5555  
Employer: BLUE BIRD BANK  
Elected or  
Appointed: APPOINTED  
Date of Election  
or Appointment: July 5, 2018

Full Name: STEVEN PRICE  
Gender: MALE  
District: 17TH SENATORIAL  
County: KANAWHA  
Address: 456 DEER PARK  
Phone: 304-777-7777  
Employer: THE PARK FAMILY RESTAURANT  
Elected or  
Appointed: ELECTED  
Date of Election  
or Appointment: May 8, 2018

*\*Please note that a complete roster with ALL executive committee members must be submitted. This document is merely an example of the format and does not represent a full roster.*